

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

March 12, 2013, Meeting Minutes

Present

Board of Library Trustees: Audrey Iarocci, Vice Chair; Philip Madell, Secretary;
Sean Cunniff, Kathleen Hoffman, Michael Massaro

Library Director: Laura Zalewski

Topsfield Town Selectman liaison: Eldon Goodhue, Esq., and Richard Gandt

Vice chairperson Audrey Iarocci called the meeting to order at 7:32 p.m.

Approval of Meeting Minutes

- Massaro made a motion to approve the minutes of the February 12, 2013, meeting as corrected. Cunniff seconded; the motion was approved 5-0.

New Business

- The Topsfield Green community/Renewable Energy (GCRE) chairman, Chip Goudreau, provided an evaluation report of an energy audit of the library. He, and outside consultants, proposed a HVAC controls project, at a cost of approximately \$50,000, which would reduce energy costs, at an optimum, by an estimated \$8,500 per year. The full project cost would come from a grant and a utility company incentive program; however, application must be made immediately in order to qualify for the incentive. After discussion, Madell made a motion to make application for the project, and Cunniff seconded, which carried 5-0.
- Three existing Library Policies were reviewed. (1) The cell phone use policy was updated. Cunniff moved, and Massaro seconded a motion to adopt the changes, which carried, 5-0. (2) The policy regarding conduct in the facility was amended to permit beverage consumption; Cunniff moved, and Hoffman seconded a motion to adopt the change, which carried, 5-0. (3) It was recommended that the existing policy regarding the public use of personal laptop computers be eliminated, being a duplicate of the library wireless policy. Massaro moved, and Cunniff seconded a motion to eliminate the policy, which carried, 5-0.

Director's Monthly Report

Circulation comparisons were provided; a report on sundry meetings held and attended made, and facility management issues discussed. The latter included an on-going problem of unwanted water in the basement.

Former Business

An internet use policy for patrons under 18 years of age, as decided at the February meeting, was discussed.

A letter from the Department of Environmental Protection received.

There has been no further information or action from the Town regarding the library's FY 2014 budget proposal.

The next board meeting will be held on April 9, 2013.

Meeting adjourned at 8:43.

Respectfully submitted,

Philip Madell, Secretary